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June 1, 2000

TO: Children's Medical Services Network (CMS Net) Users
California Children Services (CCS) Regional Offices
And CCS Dependent Counties

SUBJECT: Minutes of the CMS Net Users Group Meeting – April 6, 2000

The CMS Net Users Group met on April 6, 2000, in Sacramento at the Health and Human Services Data Center (HHSDC) formerly known as (HWDC). The following information regarding CMS Net and the Enhancement 47 project was provided at the meeting:

1. User manual updates
Peggy Klisz distributed copies of updates to the CMS Net user manual. Additionally, counties/regional offices requesting additional copies of the updates to be mailed signed up. If you have not received copies of the updates, please contact Traci McCarley at (916) 657-0615 or email tmccarle@dhs.ca.gov.
2. New log-off screen
Michelle Fong discussed the reasons behind the new log-off screen recently installed into CMS Net. Some of the reasons included:
 - UNIX box performance
 - Correction of disconnect problems

Michelle also discussed the new CMS Net platform. The new platform will increase the performance of the CMS Net application. With the installation of the new platform, only production CMS Net will be on the new server. The old server will contain the CMS Net training environment (CTRAIN), the development and testing environments.

In order for this transition to take place, the system will be down Friday, April 28, 2000 at 5:00 p.m. through Monday, May 1, 2000 at 6:00 a.m. to install the new UNIX box. To date, 44 counties are using CMS Net. It is important to note that counties who have not contacted the state to

performing connectivity testing will not have access to the new box, CMS Net, Monday, May 1, 2000.

MTX/Lan Conversions

For counties requesting assistance to convert to a Local Area Network (LAN), the state requires a letter of intent. A letter of intent initiates a service authorization for a technician/electrician to come out and survey your needs. This letter must be received before state can work with your technical staff to outline a work plan. If requested, the state can assist your county to budget the equipment needed to convert.

There was a concern expressed by the group that state lease equipment is being sent to the counties for swap-out, and the CMS Branch does not know about it. The CMS Branch has been actively working with the HHSDC to try to coordinate on this issue.

Please refer to the attached handouts for additional information regarding the CMS Net log-off screen, the new CMS Net server, or LAN conversions. You may also contact Michelle at (916) 653-4860 or email mfong8@dhs.ca.gov.

3. Security Enhancement

Karen Weis discussed the new security enhancements to be installed in CMS Net. Changes made to CMS Net security will not affect the work you currently perform in your office. Seven security groups will be defined:

- System Administrator: Add/Update any record
- Regional Office: Add/update county records where the legal/residential county are associated to the Regional Office
- Independent County: Add/Update records where the legal/residential county is the same as the independent county
- Dependent County: Add/Update records where the legal/residential county is the same as the independent county
- View Only: Display Events and View Narrative only
- Statewide: Display Events and Add Narrative only
- Provider enrollment: Add/Update provider enrollment screens

Several counties raised the issue that they share case management duties with bordering counties. This issue was not previously addressed in the security development. We will incorporate the ability for bordering counties to work together on the same case. If you share your case activities with another county, please notify Karen.

Please refer to the attached handout for additional information regarding CMS Net security. You may also contact Karen at (916) 657-3037 or email kweis@dhs.ca.gov.

4. Client Eligibility

Robin Weaver discussed the new client eligibility screen for CMS Net. This new screen will be accessed through the eligibility main menu. With the implementation of client eligibility, new aid codes will be developed for CCS clients. Client eligibility for CCS clients will be stored on the Health Access Program (HAP) database because MEDS is month specific, and CCS is day specific. MEDS will contain demographic information on CCS clients. You will be able to view a new screen in MEDS called the "View CCS Info Screen" which will contain MEDS information on the top half, and HAP information on the bottom half.

There was some confusion over the HAP acronym. Some counties use HAP for issuing Family Planning cards for families. The HAP database does store Family planning information, but CMS will be only accessing our own data transmitted to the HAP database via CMS Net.

CMS Net users will have the ability to request a new Beneficiary Identification Card (BIC) for clients. The BIC will allow the providers to swipe the card and display all the programs the client is eligible for, including CCS.

The Client eligibility process will generate worker alerts for CMS Net users and workers at the Social Services office. Worker alerts and error reports will be distributed to both agencies in an effort to share information and maintain consistent information between the programs.

Please refer to the attached handout for additional information regarding CMS Net Client Eligibility. You may also contact Robin at (916) 657-0616 rweaver@dhs.ca.gov.

5. Authorizations

Lisa Vanko and Krista Novotny discussed a high level outline of the future of authorizations in CMS Net. The biggest change will be the utilization of procedure codes to issue an authorization. Additionally, the client index number (CIN) will be the identification on the claim. All authorizations will be patient specific. Providers must put the authorization number on the claim or it will be rejected. Authorization numbers will be 11-digits long. Every CCS procedure will require an authorization and every authorization will be driven by procedure codes. Center authorizations will allow all doctors/specialists in that center to bill using that authorization. I.e. Audiologists could bill for their procedure codes.

6. Spanish letters

The remaining financial letters C-16HF, C-38HF, C-16M and C-38M have been translated and will be incorporated in CMS Net. Dr. Mary Jess Wilson stated that the free text in letters is not translated when they

populate into a letter. CMS Net can not translate from English to Spanish on the fly. The body of the letter is in Spanish; the free text must be typed in Spanish to print in Spanish.

7. Application Status

Traci McCarley demonstrated the new full screen application status. There are new options on the action menu for application status. The first is re-issue letter. Re-issue letter cancels the current application status letter and generates a replacement letter. Go back one status cancels the current application status and returns the patient record to the previous status. Other options on the menu are the standard save, cancel and quit.

There was a consensus among the group to change the pop-up message for starting a new application cycle to be changed from “ Do you want to start a new cycle and delete the stored information?” to “Do you want to start a new cycle?”

Please refer to the attached handout for additional information regarding CMS Net full screen application status. You may also contact Traci at (916) 657-0615 tmccarle@dhs.ca.gov.

8. Questions/Answers

The following modifications to CMS Net were requested:

- Print the face sheet as an option after updating medical or financial eligibility
 - This option will be evaluated to be incorporated into the Enhancement 47 project where medical and financial screens are being revised and developed.
- Specifications for mailman will include the option to make the mail message a priority
- Report request for clients on Healthy Families
 - The CMS Branch is evaluating all reports that are generated from CMS Net. A Healthy Families report will be incorporated into CMS Net for reporting needs.
- Need LEA letters in CMS Net.
 - We recommend that counties interested in incorporating LEA letters in CMS Net work with their Executive Committee Representatives to bring a formal request to the CMS Branch.
- New field on Registration face sheet for LEA referrals or add LEA as a referral option
 - This was referred to the Program Operations Section for review/approval.
- Chapter 6 says Diagnosis only – no fee for enrollment and or assessment, add to pick-list in financial.

- Chapter 6 does not specify that the reason for no enrollment fee as diagnosis only. This will not be added to CMS Net.
- Mailman option after sending an NOA for Dependent counties
- Need a cancelled authorization letter
 - We would like to incorporate a cancelled authorization letter into CMS Net. If you have sample copies from your county, please forward them to Traci McCarley or LaVorra Whitaker at: 714 P Street, Room 300, Sacramento, CA 95814.

If you would like additional information or have any questions, please contact Traci McCarley at (916) 657-0615 or LaVorra Whitaker at (916) 653-8702.

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